



NEW WESTMINSTER SECONDARY SCHOOL

835 Eighth Street, New Westminster, B.C. V3M 3S9 Telephone: 604-517-6220

Parent Teacher Interviews — Thursday, October 27, 2016

Parent/Teacher Interviews are scheduled for Thursday, October 27, 2016, from 2:45pm-4:45pm and from 5:45pm-7:15pm in the Massey Large Gym at New Westminster Secondary School.

To schedule interviews with your child(ren)'s teacher(s) you will be required to sign up online for an interview spots. Each interview is precisely 5 minutes in length and all teachers will be in one location so that parents can move from one teacher to another without a break in between.

The sign up process will open at 9:00am on Wednesday, October 19, and will close at 11:30pm on Wednesday, October 26. Please note that appointment slots are on a first-sign up, first-served basis. Please ensure that you are familiar with the names of your child's teachers prior to signing up for interviews online.

Grade level counsellors will be available by drop-in only and they will be located at the back of the Large Massey Gym during Parent Teacher Interviews. Advanced booking of appointments online for counsellors will not be available on the sign-up website.

To sign up, please follow the instructions below:

School Appointments - Parent Instructions

1. Go to our school appointments web site: <http://nwss.schoolappointments.com>
2. Please register for an account by clicking the "**REGISTER**" menu tab and filling in the on-line form. Choose a user ID and password for yourself and then click the "**Register Now**" button. Note: You will need to re-register even if you have previously registered for an account during the 2015-16 school year.
3. Add your children into the system by clicking the "**Add a Student**" button. Click "**Insert New**" button to add more children.
4. Click the "**date**" icon beside each child's name to schedule appointments. Select the staff you wish to book appointments with and the "**View Calendars**" button. Use the "**Ctrl**" or "**Command**" key to select multiple staff to view at the same time.
5. Click on available time slots to book your appointments and then click the "**Appointments**" button to save your bookings.



"Book

If you experience any difficulty with this process, or need to help with teacher names, please contact Mrs. Chris Walton at 604 517-6251.